

POLICE COMMUNITY SUPPORT COORDINATOR

FLSA Status – Non Exempt

EEO Code – F/Office and Clerical

Class Code – RL620

GENERAL DESCRIPTION OF DUTIES

This classification performs various activities involved in the enforcement of ordinances relating to regulation of control of parking, weeds, garbage and abandoned vehicles, and the securing, recording and disposing of property.

SUPERVISION RECEIVED

This classification works under the general supervision of the Investigations and Support Division Captain.

SUPERVISION EXERCISED

This position participates in the supervision of a full-time Parking and Code Enforcement Specialist. Supervisory duties include making recommendations regarding retention, dismissal, and discipline of personnel on the basis of job performance. The Coordinator is responsible for evaluating the performance of personnel, and for taking corrective action with employees. This position may provide training and orientation to newly assigned personnel on Department policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Responds to complaints concerning various code violations (e.g., abandoned or illegally parked vehicles, animal nuisances, weeds and garbage accumulation on private and public property). Determines what actions are necessary, if any, and makes arrangements for or takes appropriate action based on the nature of the complaint.
2. Implements Department policy related to parking enforcement by supervising the parking enforcement employee, issuing approved parking permits for residential and downtown parking areas, etc.
3. Arranges for notification of registered owners of vehicles towed pursuant to State statute.
4. Administers the licensing and management of the City's Second Hand Ordinance (Ordinance No. 4965)
5. Testifies in court as necessary.
6. Prepares correspondence and reports. Enters departmental records and property control information to computer and Law Enforcement Data System (LEDS) using word processing and computer input skills.
7. Follows all safety rules and procedures established for work areas.

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OTHER JOB FUNCTIONS

1. Provides necessary support to other departmental office personnel as workload and staffing levels dictate.
2. Assists with the service of subpoenas to witnesses in Court Proceedings.
3. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
4. Maintains work areas in a clean and orderly manner.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge of general office procedures, including spelling, grammar, punctuation and math.
- Knowledge of operation of standard office equipment, including data entry equipment; telephone etiquette; and word processing software.
- Knowledge of the principles of supervision.
- Knowledge of state and local laws and ordinances.

Skills

- Skill in accurately checking data.
- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

Abilities

- Ability to communicate effectively with the public, members of the outside agencies, and employees.
- Ability to work with public in resolving problems.
- Ability to safely operate motorized vehicles.
- Ability to secure, transports, and ensure proper storage of property turned in to the Police Department.

EXPERIENCE AND TRAINING

Equivalent to high school education and one year of general office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

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SPECIAL REQUIREMENTS/LICENSES

Must possess valid LEDS certificate and valid CPR/First Aid card within three months of appointment. Must possess a valid driver's license. Must successfully complete Vehicle Operation, Biohazard, Haz-Mat, and pepper spray training.

DESIRABLE EXPERIENCE AND TRAINING

Possession of valid LEDS certificate and valid CPR/First Aid card. Knowledge of specific word processing software utilized within the Department. Previous training and experience in emergency vehicle operation, biohazard and hazardous materials handling, and use of pepper spray. Previous training and experience in performing similar duties in a law enforcement agency, providing general knowledge of police procedures, terminology, etc.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required over 50% of the work period while operating computers, motorized vehicles and other standard office equipment.

WORKING CONDITIONS

Approximately 50% of the work period occurs in outdoor environments with exposure to all weather conditions. The noise level in the work environment is typical of most office environments. Driving a vehicle to work locations in the local area and overtime are part of this position. Reasonable accommodation will be made to meet the known limitations of qualified disabled individuals in performing the essential job functions of this position.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 05/01

Revised: 12/01

Revised: 04/16